

BOROUGH OF NEW PROVIDENCE

**NJPDES MUNICIPAL STORMWATER REGULATION
PROGRAM**

TIER A MUNICIPAL STORMWATER GENERAL PERMIT

MAYOR AND COUNCIL

TRAINING PROGRAM

February 28, 2011

General

The State of New Jersey through the NJDEP required every municipality to file for a Municipal Stormwater Permit (the Permit) in 2004. The Permit allows for the discharge of stormwater runoff to open waters (streams, lakes, oceans) in the State of New Jersey.

The Borough of New Providence was classified as a Tier “A” community. The Engineering Department with the assistance of the DPW oversees the Permit for the Borough. As part of the Permit, all Tier “A” communities are required to develop and conduct an annual employee training program that covers the topics contained in the Permit. Each year, the Engineering Department conducts training for the DPW and Building Department employees to familiarize them with the permit requirements.

As part of the NJDEP modifications to the Tier “A” Permit on June 1, 2009, the NJDEP now encourages training of Elected Officials on the basic requirements of the Permit.

The Basic Requirements in the Tier “A” Stormwater Permit are as follows:

1. Waste Disposal Education
2. Municipal Stormwater Ordinances
3. Yard Waste Collection Program (leaves and grass clippings)
4. Street Sweeping of Borough Streets
5. Solids and Floatable Controls including:
 - a. Stormwater Facilities Maintenance (inlet and basin cleaning)
 - b. Labeling of Stormwater Inlets
 - c. Stormwater Outfall Pipe Inspections and Upgrades to Reduce Scouring
 - d. Long Term Maintenance of Stormwater Facilities in the Borough
6. Illicit Connection Elimination and Outfall Pipe Mapping
7. Compliance of DPW Yard Operations:
 - a. De-icing Material Storage (salt and sand)
 - b. Fueling Operations
 - c. Vehicle and Equipment Maintenance
 - d. Good Housekeeping of the DPW Site
 - e. Indoor Equipment and Vehicle Washing

Below is a summary of the above topics and the basic requirements under the Permit.

Waste Disposal Education

- A. Tier 'A' communities are required to educate their residents and employees on the impact of waste disposal and the impact improper disposal can have in the Borough streams and waterways.
- B. The Borough is required to provide information on the proper use and disposal of fertilizers and pesticides. Using native or well adapted vegetation that requires little or no fertilization, and properly disposing of pet wastes, used motor oil, and household hazardous wastes reduces pollution in streams and waterways in the Borough. The Borough uses the website, mailings , and employee training to educate residents and employees on the proper disposal of waste.
- C. New Providence residents have/can become involved in local stream and/or shoreline restoration activities. In the past the Boy and Girl Scouts and a number of citizen groups have completed projects for the Borough.
- D. Tier 'A' municipalities must distribute (New Providence Open Line) on a yearly basis by mail to all residents and businesses within the municipality the informational brochure provided by the Department. The NJDEP's brochure contains information on each of the topics that the State wants to see covered in a local education program. This brochure is available on the NJDEP website (www.njstormwater.org) and the Borough of New Providence website (www.newprov.org).

Municipal Ordinance (Stormwater)

Various ordinances were amended or adopted by the Borough to address the requirements of the Permit including:

- A. Pet waste ordinance
- B. Litter ordinance
- C. Improper waste disposal ordinance
- D. Wildlife feeding ordinance
- E. Yard waste ordinance
- F. Illicit connection ordinance



- G. Stormwater ordinance
- H. Fertilizer Ordinance
- I. Private Storm Drain Inlet Retrofitting
- J. Refuse Containers/Dumpster

As part of the modifications to the Tier “A” regulations on June 1, 2009, the Mayor will send a letter each year to residents to educate them on the Borough ordinances adopted as part of the Permit.

Yard Waste Collection Program

- A. The Borough of New Providence ordinance defines “yard waste” as “leaves and grass clippings”.
- B. The NJDEP is concerned with the discharge of yard waste to our storm sewer system. Yard waste in the storm sewer can impact to the carrying capacity of the drainage system; increase the maintenance work that it would require to clean the system; and cause adverse environmental impacts to the receiving waterway (i.e. oxygen removal during decomposition causes increased nutrients, which results in plant and algae growth). New Providence has adopted a system to remove leaves, brush and grass that is in compliance with NJDEP standards.
- C. Municipalities have two options relative to yard waste and collections to comply with the Tier ‘A’ Stormwater Permit:
 - 1. Adopt and enforce an ordinance to prohibit the placement of non-containerized yard waste in the street; or
 - 2. Develop and implement a yard waste collection program for all areas within the municipality that have yard waste. Yard waste must be collected under this option once a month from October through December, and once again in the spring. As part of this option, the Tier ‘A’ municipality must adopt and enforce an ordinance to prohibit all yard waste from being placed at the curb or along the street no sooner than seven (7) days prior to the scheduled collection date and placed no closer than 10 feet from any storm sewer inlet.

New Providence has implemented option number 2 listed above.

Street Sweeping

- A. Tier 'A' municipalities are required to sweep all municipal streets with storm drains that have a posted speed limit of 35 MPH or less in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting. New Providence DPW sweeps all Borough streets in accordance with this requirement.
- B. Tier 'A' municipalities must certify annually that the minimum street sweeping standard is being met. Records must be kept including the date and areas swept, number of miles of streets swept and the total amount of materials collected. Information must be provided in the annual report and certification. The Borough removes approximately 300 tons of materials/year thru street sweeping.
- C. The NJDEP encourages all Tier 'A' municipalities to maintain existing street sweeping and try to sweep all streets within the municipality once per year. New Providence exceeds this standard.

Solids and Floatable Controls

A. Stormwater Facility Maintenance and Labeling

Each Tier "A" municipality must implement a stormwater facility maintenance program that provides for the following:

1. Yearly catch basin cleaning. The Borough removes approximately 35 tons of materials/year for catch basin cleaning.
2. Periodic cleaning and maintenance of other stormwater facilities such as detention basins, retention basins, outfalls, etc.

Good recordkeeping is required by the State to ensure that Stormwater facilities are properly maintained. New Providence DPW and the Engineering Department maintain these records.

Each Tier "A" municipality must implement a storm drain labeling program as follows:

1. April 1, 2007 – Label half of the Municipal storm drains (Completed).
2. April 1, 2010 – Label remaining Municipal storm drains (Completed).

All Borough storm drains were labeled and are updated during capital projects or projects performed by the DPW.

B. Outfall Pipe Stream Scouring Remediation

Each Tier “A” municipality must implement a stormwater outfall pipe scouring detection, remediation, and maintenance program to identify and stabilize localized stream and stream bank scouring in the vicinity of an outfall pipe operated by the municipality. The Borough has a program that is implemented by the Engineering Department and DPW.

C. Long Term Maintenance of Stormwater Facilities in the Borough

Each Tier “A” municipality is responsible for the following:

1. Ensure long term operation and maintenance of stormwater devices.
2. Retrofit storm drain inlets during road repair, micro paving, reconstruction, alterations or repaving in accordance with the State standards.



Picture of Inlet Retrofitted

The Borough complies with both items listed above.

Illicit Connection Elimination and Outfall Pipe Mapping

All Tier “A” municipalities must develop, implement, and enforce a program to detect and eliminate illicit connections into the municipalities’ storm sewer system. The NJDEP definition of an illicit connection is as follows:

“An illicit connection is any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the Tier “A” municipality’s storm system, unless that discharge is authorized under a NJPDES Permit other than this Tier “A” Municipal Stormwater General Permit”

The Borough of New Providence has developed an illicit connection elimination and outfall pipe mapping program.

All Borough owned outfall structures (the Borough has 164 outfalls) must be visually inspected to determine which outfalls experience non-stormwater flows or “dry weather” flows. An Illicit Connection Inspection form must be completed for each investigation. The Engineering Department performs the inspections and maintains the records.

If an illicit connection is found, the municipality must cite the responsible party for violation of the municipal ordinance prohibiting illicit connections.

Compliance of DPW Yard Operations

The Permit focuses on eliminating or minimizing the amount of pollutants entering the waters of the State from the DPW yard operations including maintenance activities at ancillary operations. Ancillary operations may include recycling centers, solid waste transfer stations, mobile fuel stations, etc.

Standard operating procedures (SOP’s) must be developed for all Borough maintenance facilities and should be included in the Stormwater Pollution Prevention Plan (SPPP).

- A. De-icing material storage – salt must be stored in a permanent structure that is completely walled and roofed and has an impermeable floor. New Providence has salt storage building at the DPW yard.
- B. Fueling Operations – An SOP is required for all locations where vehicles are fueled and bulk fuel is received. New Providence DPW is in charge of fueling operations.
- C. Vehicle and Equipment Maintenance – An SOP is required for all locations where vehicle maintenance is performed to eliminate or minimize the amount of pollutants

entering surface and ground water. New Providence DPW repairs and washes all vehicles off site.

- D. Good Housekeeping – An SOP is required regarding good housekeeping procedures for all materials and machinery listed in the inventory requirements for a municipal maintenance yard operation. DPW has continually maintained good housekeeping procedures.
- E. Equipment and Vehicle Washing – Outdoor equipment and vehicle washing will not be permitted after February 29, 2009. New Providence DPW washes vehicles at the Summit indoor washing facility at 41 Chatham Road.

SUMMARY

This training package along with the NJDEP brochure can be found on the Borough of New Providence website at www.newprov.org.

The Stormwater Coordinator for the Borough of New Providence is Andrew R. Hipolit, Borough Engineer. All questions on this or any stormwater question can be directed to him at 908-665-8250 or ahipolit@newprov.org.